

### DBHDID Standard Operating Procedures Manual

Policy number: 04-07	<b>Office of Attorney General/Protection &amp; Advocacy Information Request Protocol</b>	Effective: 4/1/2015
		Revised:

The purpose of this SOP is to provide the protocol for requests for information received from the Office of Attorney General (OAG) and Protection and Advocacy (P&A). Because the OAG is a law enforcement entity, DBHDID may release any records they request.

1. Requests from the OAG and P&A shall be documented on the OAG/P&A Request form (see Attachment A) by the point of contact for the department for which the request applies.
2. For requests made by P&A, the point of contact shall route the request to the Division Director or designee immediately.
3. For requests made by P&A specific to a situation in which services, supports, and other assistance are provided to an individual with a developmental disability, and P&A determines there is probable cause to believe that the health or safety of the individual is in serious and immediate jeopardy; or, in any case of death of an individual with a developmental disability, the department shall provide the information requested, un-redacted, within 24 hours of the request.
4. For requests from the OAG, the Division Director or designee shall review the request and determine whether a review by the Office of Legal Services (OLS) is necessary.
5. If the Division Director or designee determines that a review by OLS is not necessary, they shall notify the point of contact that the information requested may be released.
6. The requested information shall be sent to the OAG within five (5) business days.
7. For cases in which the information cannot be easily located, or has to be requested from the Department for Libraries and Archives, the point of contact shall document as such in the comments section of the request form and provide an estimated date of release.
8. If the Division Director or designee determines that a review by OLS is necessary, they shall document the request on the form and scan and e-mail it to one of the attorneys that represents the department with a cc to Christina Heavrin and the department point of contact.
9. Once feedback is received from OLS, the point of contact shall follow the recommendation made and the SOP.
10. A copy of the request form and information released shall be scanned and saved to the appropriate folder on the p-drive by the point of contact. The folder is located under CO, Request for Information, OAG or P&A.
11. The following naming convention shall be used when saving information to this location on the p-drive: name of requesting agency, division name, date. Ex: P&A, DDID, 9.24.2014.

**Office of Attorney General and Protection & Advocacy Request Form  
Attachment A**

<b>Name of Division:</b>	<b>Date Received:</b>
<b>Received By:</b>	
<b>Requesting Agency:</b>	<b>Name of Requestor:</b>
<b>Description of Information Requested:</b>	
<b>Information Available?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially	<b>Date Sent to Director/Designee:</b> _____
<b>OLS Review Requested?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date Sent to OLS:</b> _____ <b>(Copy Christina Heavrin)</b>
<b>Description of Information Sent:</b>	<b>Date Information Sent:</b> _____
<b>Additional Comments:</b>	